



# U.S. Army Information Technology Agency (ITA)

Strategic Communication Message, February 8, 2011, ITA, Pentagon, Washington, DC

## NOTICE TO DOD EMPLOYEES AND CONTRACTORS

### ON PROTECTING CLASSIFIED INFORMATION AND THE INTEGRITY OF UNCLASSIFIED GOVERNMENT INFORMATION TECHNOLOGY (IT) SYSTEMS

The recent disclosure of U.S. Government documents by WikiLeaks has caused damage to our national security. Each DoD employee and contractor is obligated to protect classified information and the integrity of government IT systems in accordance with applicable laws and DoD policies.

Unauthorized disclosures of classified documents (print, blog, or websites) do not alter the document's classified status or automatically result in declassification of the documents. To the contrary, classified information, whether or not already posted on public websites or disclosed to the media, remains classified, and must be treated as such by DoD employees and contractors, until it is declassified by an appropriate original classification authority.

DoD employees and contractors are reminded of the following obligations with respect to protecting classified information and the integrity of unclassified government IT systems:

- DoD employees and contractors shall not access classified information unless they have:
  - Received a favorable determination of eligibility for access by an appropriate authority
  - Signed an approved nondisclosure agreement
  - Demonstrated a need to know the information
  - Received training on the proper safeguarding of classified information and on the criminal, civil, and administrative sanctions that may be imposed on an individual who fails to protect classified Information from unauthorized disclosure
- DoD employees and contractors shall not remove classified information from official premises or disclose it without proper authorization.
- Except as authorized by DoD policy and procedures, DoD employees and contractors shall not while accessing the web on unclassified government systems (including Black-Berries or other smartphones), access or download documents that are marked classified (including classified documents publicly available on WikiLeaks.org. and other websites), as doing so risks placing classified information on unclassified IT systems.
  - This requirement applies to accessing or downloading that occurs while using government computers or employees' or contractors' personally owned computers that access unclassified Government systems.
- DoD Employees and contractors who believe they have inadvertently accessed or downloaded classified information from a public website via an unclassified government IT system, or without prior authorization, shall contact their Information Assurance Manager (IAM). All queries on this matter shall also be referred to the IAM.

For any questions related to this notification, please contact ITA Information Assurance at:  
NIPR: ITAIA@conus.army.mil

Reference: AR 25-2, Para. 2-8(g)  
Classification: UNCLASSIFIED  
Caveats: NONE

Creating Connections

